## Individuals Authorized Access to the CMS Computer Services (IACS) End User

## **New User Registration – Quick Reference Guide**

This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS End User for an Organization. This guide also includes instructions to log in to IACS for the first time and change your temporary, one-time password.

An End User is a staff member who is trusted to conduct business for the Organization. An End User is part of a User Group within the Organization. End Users may belong to multiple User Groups in one or more Organizations.

## The Steps for IACS New User Registration for an End User are:

Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 2	Read the contents of the CMS Applications Portal WARNING / REMINDER screen.  Select the Enter CMS Applications Portal button.	CASE   Contraction of Security
Step 3	Select the <i>Account Management</i> hyperlink on the menu bar toward the top of the CMS Application Portal Introduction screen.	CENTRAL CONTRACTS for Medicare S. Medicare

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Step 4	Refer to the <i>Help Resources</i> portion of the screen and record the contact information for your Help Desk.  Note: If you need assistance with the	CASS CONTROL Service S
	registration process, contact your Help Desk.	The contract of the contract o
	Select the <b>New User Registration</b> hyperlink on the <b>Account Management</b> screen.	
Step 5	Select a CMS User Community on the <i>New User Registration Menu for CMS User Communities</i> portion of the screen by selecting the hyperlink that best describes your business relationship with CMS.	Continued to the continued of the contin
	For example: Select the <b>Provider/Supplier Community</b> hyperlink if you belong to the Medicare Provider Community.	
	Note: From time to time, additional applications may be added to IACS. When this occurs, a new section entitled New User Registration Menu for CMS Applications will be added to the bottom of the New User Registration Menu screen which will allow users to register for these new applications.	

Step	Action	Screen Displayed
Step 6	Read the Terms and Conditions - Privacy Act Statement.  Select the <i>I Accept the above Terms and Conditions</i> box.  Select the <i>I Accept</i> button.	Torms and Conditions  Terms and Conditions  Torms and Conditions
Step 7	Select the role of <i>End User</i> on the <b>New User Registration</b> screen by selecting the radio button to the left of the <i>End User</i> role.  Select the <i>Next</i> button.  Note: The selection of roles may vary depending on the User Community you select in Step 5.	CORD CONTENT OF Medicare S. Medicard Schools  Introducts Authorised Assess to the CMS Computer Services (IACI)  New User Registration    Pass seeks May   Content Schools Assess to the CMS Computer Services (IACI)    New User Registration   Pass seeks May   Content Schools Assess to the CMS Computer Services (IACI)    Content Schools Assess to the CMS Computer Services (IACI)   Content Schools Assess to the CMS Content Schools Assess to the CMS Content Schools Assess (IACI)   Content Schools Assess to the CMS Content Schools Assess (IACI)   Content Schools Assess to the CMS Content Schools Assess (IACI)   Content Schools Assess to the CMS Content Schools Assess (IACI)   Content Schools Assess to the CMS Content Schools Assess (IACI)   Content Schools Assess to the CMS Content Schools Assess (IACI)   Content Schools
Step 8	Read the End User - Terms and Conditions.  Select the <i>I Accept the above Terms and Conditions</i> box.  Select the <i>I Accept</i> button.	Individuals Authorised Access to the CMS Computer Services (MCS)  End User - Terms and Conditions  Processes a service of the CMS Computer Services (MCS)  For example of the CMS Computer Services of the CMS Computer Ser

Step	Action	Screen Displayed
Step 9	On the <b>New User Registration</b> screen enter the required information in the <i>User Information</i> fields, as follows:  Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA). <b>Note:</b> Your first and last name, SSN and date of birth will be validated against data at the SSA.  Enter your email address.	CARE Contract to the OC Company of Medicaled Surviving  Intelligence Registration  User billionals and an approximate of the OC Company of the Surviving of the
	Select the <i>Next</i> button.	
Step 10	If SSA validates your SSA information successfully, the <b>Email Address</b> Verification screen will appear.  Leave this screen open while you proceed to the next step.  Note: You will have 30 minutes to complete Steps 11 and 12.	Individuals Authorized Access to the CMS Computer Services (ACS)  E-mail Address Verification  Internal and the control of the CMS Computer Services (ACS)  E-mail Address Verification  Internal and the control of the CMS Computer Services (ACS)  First and the seal and the control of the CMS Computer Services (ACS)  First and the control of the CMS Computer Services (ACS)  First and the control of the CMS Computer Services (ACS)  First and the control of the CMS Computer Services (ACS)  First and the CMS Computer Services (ACS)  The CMS Computer Services (
	<b>Note:</b> If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at <a href="http://www.ssa.gov">http://www.ssa.gov</a> on the SSA website.	

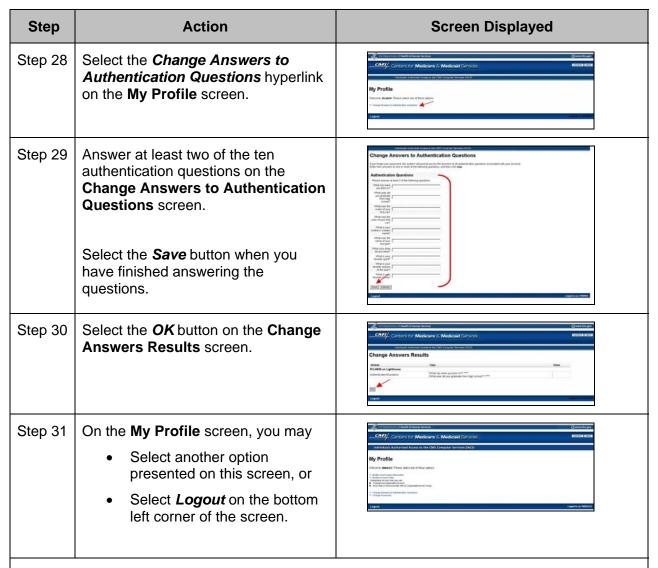
Step	Action	Screen Displayed
Step 11	Go to your email inbox and open the message with the email <i>Verification Code</i> . The subject line will read: <b>Email Address Verification</b> .  Record the <i>Verification Code</i> provided.	You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request.  Verification Code: <your appear="" code="" here="" will=""> Thank you, IACS Please do not reply to this system generated email.</your>
Step 12	Enter the <i>Verification Code</i> in the <i>Verification Code</i> field on the <b>Email Address Verification</b> screen.  Select the <i>Next</i> button.	Individuals Authorized Access to the CMS Computer Services (IACS)  E-mail Address Verification  To a risk fact size (and to see the CMS Computer Services (IACS)  E-mail Address Verification  To a risk fact size (and to see the CMS Computer Services (IACS)  E-mail Address Verification  To a risk fact size (and to see the CMS Computer Services (IACS)  To a risk fact size (and to see the CMS Computer Services (IACS)  To a risk fact size (and to see the CMS Computer Services (IACS)  To a risk fact size (and to see the CMS Computer Services (IACS)  To a risk fact size (IACS)  To a risk fa
Step 13	Enter the required information in the <i>Professional Contact Information</i> fields on the <b>New User Registration</b> screen. <b>Note:</b> The fields in the <i>User Information</i> portion of the screen have been pre-populated and cannot be changed at this point.	CAPS   Contrary for Medicare S. Medicare
	<b>Note:</b> The <i>Country</i> input field is prepopulated with the United States and cannot be modified.	

Step	Action	Screen Displayed
Step 14	Enter <i>Organization Search</i> information in the <i>Organization Search</i> fields. Provide, at a minimum, all or part of the Business Name of the Organization and the State or Territory in the Organization's address.  Note: The <i>Country</i> input field is prepopulated with the United States and cannot be modified.  Select the <i>Search</i> button.	Access Respect  (annual type - Norm house (a
Step 15	Select your <i>Organization</i> from the drop-down list in the <i>Organizations</i> field in the <i>Organization Details</i> area of the screen.	Access Program  The Committee Commit
Step 16	Select your desired <i>User Group</i> from the drop-down list in the <i>User Groups</i> field in the <i>Organization Details</i> area of the screen.	Access Respect  The Product Section  The Product Section  Comparison of the Name of the Na
Step 17	Enter the reason you are requesting access in the <i>Justification for Action</i> field.  Select the <i>Next</i> button.	Access Request  (seemant lyan: **manchants**  Corporatation Details  (insert of Coperation and which the law "long pay weet to assess and assess, have far to believe the same formation and the law "long pay weet to assess and assess to asset to a see Toperation (then beauty payments and the law "long"). (In the beauty payments are to asset to asset to asset to asset to asset to asset Toperation (then beauty payments and toperation (the payments and the payments and toperation (the payments and toperat

Step	Action	Screen Displayed
Step 18	Review the information on the  Review Registration Details screen to make sure the information is correct and then select the desired button:  • Submit – to submit the registration request  • Edit – to return to the New User Registration screen to make changes to information you have entered, such as your Professional Contact Information  • Cancel – to cancel your registration request.	CAPS_CORRESPONDED TO Medicare S. Medicald Sociocos  Intrinsical Authorized Access to the CAS Computer Services (USCS)  Review Registration Details  The statement of the control of the co
Step 19	Record your request's tracking number or print the <b>Registration Acknowledgement</b> screen by selecting the <b>Print</b> button to the right of the text.	The State of
	Note: You will need the request tracking number if you need assistance from your Help Desk.	INCHESSES
	Select the <b>OK</b> button on the <b>Registration Acknowledgement</b> screen to complete your registration.	
	Note: The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email within 24 hours.	

Step	Action	Screen Displayed
Step 20	Select the <i>OK</i> button in the <b>Confirm Dialogue</b> box to complete your registration. <b>Note:</b> The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email	Continues for Medicane S. Medicaid Stravorus  Individuals Anthorised Access to the CMS computer Services (IACS)  Registrated to the continue of the CMS computer Services (IACS)  Registrated to the continue of the CMS computer Services (IACS)  The CMS of the continue of the CMS computer Services (IACS)  The CMS of the
Step 21	within 24 hours.  Once your request is approved, you	
Oleh Z I	will receive two email messages.	
	<ol> <li>The first email message with subject Line, FYI: User Creation Completed – Account ID Enclosed, will contain your IACS User ID.</li> </ol>	
	<ol> <li>The second email message with Subject Line, FYI: User Creation Completed –         Password Enclosed, will contain a temporary, one-time password.</li> </ol>	
	Note: Wait until you receive your IACS User ID and temporary, one-time password to continue to the next step.	
Step 22	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 23	Read the contents of the CMS Applications Portal WARNING / REMINDER screen.	Control to the contro
	Select the Enter CMS Applications Portal button.	The state of this state is the state of the

Step	Action	Screen Displayed
Step 24	Select the <i>Account Management</i> hyperlink on the menu bar toward the top of the CMS Applications Portal Introduction screen.	CASES Concentrum of triangle & formers between the concentration of the
Step 25	Select the <i>My Profile</i> hyperlink on the <b>Account Management</b> screen.  Note: Your Help Desk contact information appears on the <i>Help Resources</i> portion of the screen.	CASES DEFENCED For Medicates S. Medicated Scriptors  Contract Recognition of 1992 Services Scriptors of 1992 Services  Contract Recognition of 1992 Services Services Scriptors  Contract Recognition of 1992 Services Scriptors of 1992 Services Services  Contract Recognition of 1992 Services Serv
Step 26	Enter your new IACS <i>User ID</i> and temporary, one-time <i>Password</i> in the fields provided on the <b>Login to IACS</b> screen.  These are the User ID and Password you received in the two email messages.  Select the <i>Login</i> button.	Contracts for Medicane S: Medicand Sorvices  Individuals Authorized Assess to the CMS Computer Services (CAS)  Login to IACS  The France commands bound transported of ESSES of 20th respective Services (CAS)  The France commands bound transported of ESSES of 20th respective Services (CAS)  The France commands bound transported of ESSES of 20th respective Services (CAS)  The Assessment Sound Sou
Step 27	Enter your new <i>Password</i> in the <i>New Password</i> field on the <b>Change Password</b> screen.  Enter the same new <i>Password</i> in the <i>Confirm New Password</i> field.  Select the <i>Change Password</i> button.	Change Password  Change Password  Change Password  Change Password  I a representative and passed decided complete and passed pa



For information on how to request access to a CMS Application, please refer to the *IACS Request Access to a CMS Application – Quick Reference Guide* for Individual Practitioners, Organization Users, and Surrogate Users.